

Chapter 1.3

Planning

1. Applicability of this chapter

You are required to follow this chapter if you are a line manager at any level.

2. Description of Sub-element 1.3

JSC shall include safety and health as a part of the overall management planning process. This includes:

- a. Establishing goals and objectives as mentioned in Chapter 1.1. Employees shall have the opportunity to be involved in setting objectives.
- b. Budgeting funds and allocating resources for safety and health.
- c. Planning for safety and health training.

3. Goals and objectives

The JMC sets goals and objectives for the center with support from the Coordination Safety and Health Committee and after considering inputs from the JSC Safety Action Team. The JMC also tracks progress on meeting the goals. Line organizations are encouraged to set their own goals and objectives in their organizational safety and health committees.

4. Funding for safety and health items

Please see Chapter 1.6 for more details.

5. Planning for safety and health training.

This involves following the processes in Element 4 (Chapters 4.1–4.6) to make sure that all line managers and employees are properly trained.

6. Responsibilities for planning

- a. The **JSC Management Council** is responsible for:
 1. Setting center goals and objectives.
 2. Tracking progress on center goals and objectives to completion.
 3. Making sure JSC has an adequate budget for safety and health.
- b. **Individual Directorates** are responsible for:
 1. Tracking directorate goals and objectives to completion.
 2. Requesting funds for safety and health items within the directorate.

Part 1, Management leadership and employee involvement

3. Making sure the directorate adequately plans for safety and health training.

7. Safety and health records

There are no unique records to document planning for safety and health. The following center-level records from other sub-elements support planning:

- a. Documentation to support tracking and completion of goals, Sub-element 1.1
- b. Budget documentation, Sub-element 1.6